



TCIS Student Guide to Edocs Through Naviance

TCIS Students who are sending their applications to colleges electronically will also be able to have their transcripts and letters of recommendation submitted online through a program in Naviance called eDocs. In order to submit these documents successfully, students must:

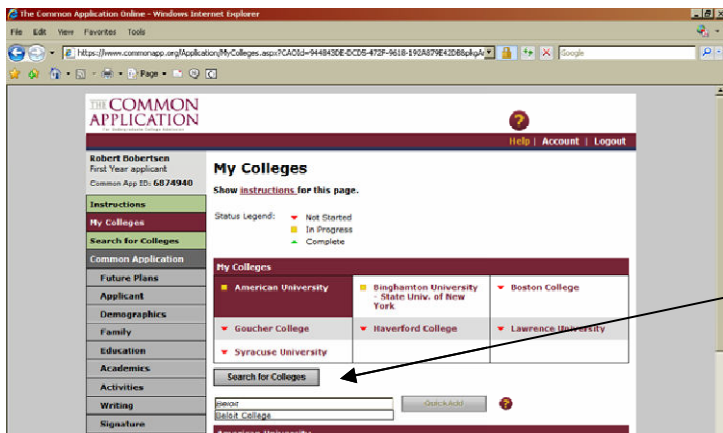
- Have an active account on the Common Application with their colleges listed
- Add the names of their schools to the “Colleges I am applying to” section of Naviance.
- Sign the Federal Education Rights Privacy Act (FERPA) form on Naviance
- Waive the right to see their recommendations
- Enter their username and password for the Common Application on their Naviance account.

To create an account on Common Application

- 1) Go to the website: <http://www.commonapp.org>
- 2) Click “Go Here” next to where it says “Never Registered?”
- 3) Fill in the requested information, create a username and password, and hit “submit.”



To add schools to your “My Colleges” list



1) Type the name of the school you wish to add in the “quick lookup” box or click the “Search for Colleges” button.

2) When you have found the name of the school you are interested in, click the “Add” button.

Adding Colleges to Your List of “Colleges I am applying to” in Naviance

- 1) Go to the website: <http://connection.naviance.com/tcis>
- 2) Enter username and password (contact Mrs. Hill at hillj@tcis.or.kr if you cannot remember your username).
- 3) Click “Sign in.”
- 4) Click the “Colleges” tab at the top of the screen.
- 5) Click the link “Colleges I am applying to”

The first time you click the “Colleges I am applying to” link, a form will appear titled “Important Privacy Information for Common Application.” You must take the following steps for the Guidance Office to be able to successfully submit application materials.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://connection.naviance.com/family-connection/colleges/application>. The page title is "Colleges I'm Applying To". The main content area is titled "colleges I'm applying to" and features a prominent blue box with the heading "IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION".

On the left side, there is a search bar for colleges and a list of navigation links under "my colleges", "college research", and "scholarships & money".

The privacy notice text reads: "Common Application recommendation forms may not be submitted online by your school until you answer the questions below. You will not be able to change this information once you have completed the items below. I understand that under the terms of the FERPA, after I matriculate I will have access to this form and all other recommendations and supporting documents submitted by me and on my behalf, unless at least one of the following is true:"

Two radio buttons are present: one selected (Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.) and one unselected (No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.).

A checkbox is checked, indicating authorization: "By completing this form, I authorize all schools that I have attended to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf."

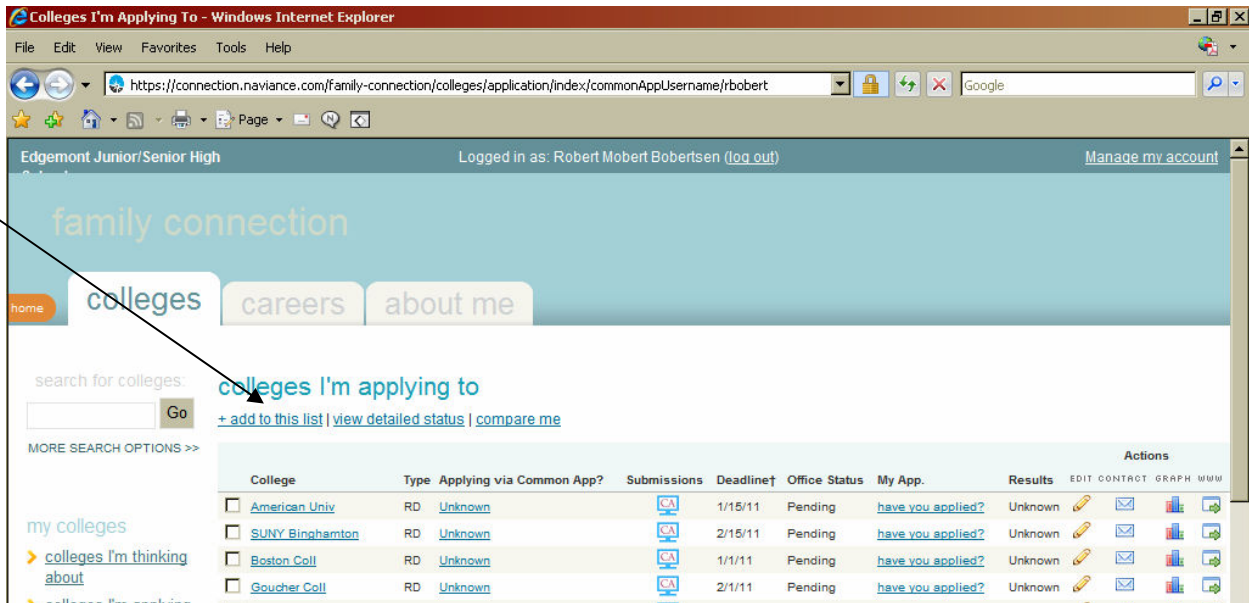
At the bottom, there are three input fields: "Common application username:" with the value "rbobert", "Common application password:" with masked characters, and "Confirm password:" with masked characters.

- a. Please click the circle next to “Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.”
- b. Click the box next to the following statement: “By completing this form, I authorize all schools that I have attended to release all requested records ...”
- c. Enter your **Common Application** username and password in the boxes where indicated (see example above).

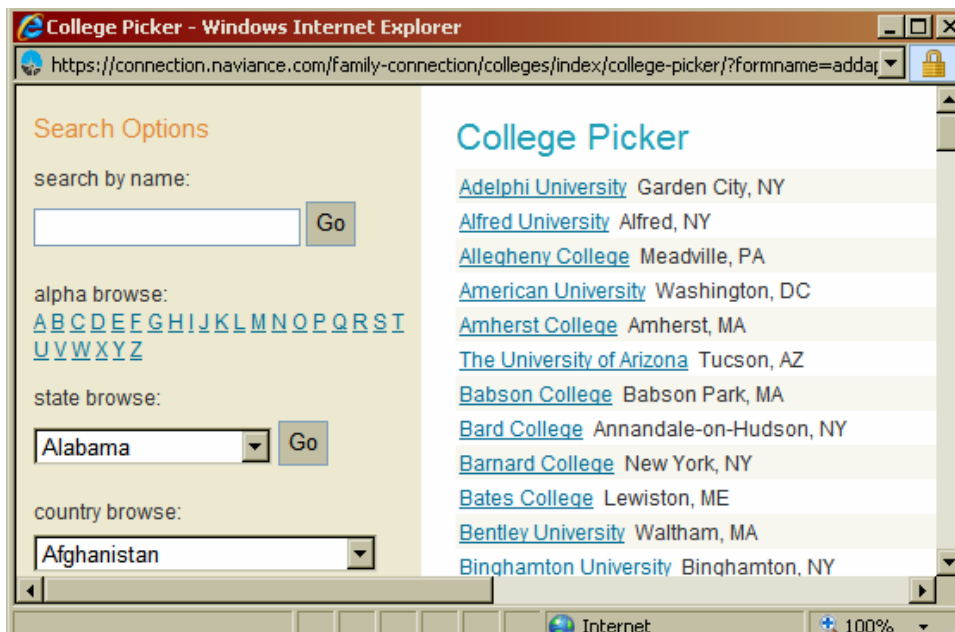
Completing this information authorizes the TCIS Guidance Office to release your official transcripts to the colleges to which you are applying.

Adding Colleges to Your List in Naviance

- 1) Under “Colleges I’m applying to,” click “Add to this list.”



- 2) Click “lookup” on the right side of the page to pull up the list of colleges in Naviance.
- 3) Type the name of the school in “College Search” or choose the school from the “College Picker” list.
- 4) When you have found your schools, click the “Add Colleges” button at the bottom of the screen.



How to Tell Whether a College Can Receive Documents Electronically

When you look at your list of colleges you are applying to in Naviance, there is a column titled “Submissions.”

Edgemont Junior/Senior High
Logged in as: Robert Robert Bobertsen (log out) [Manage my account](#)

family connection

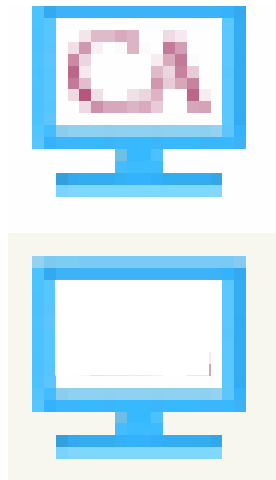
home colleges careers about me

search for colleges: Go

colleges I'm applying to
[+ add to this list](#) | [view detailed status](#) | [compare me](#)

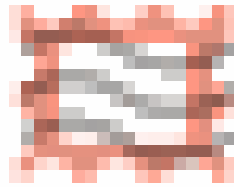
College	Type	Applying via Common App?	Submissions	Deadline†	Office Status	My App.	Results	Actions
<input type="checkbox"/> American Univ	RD	Unknown		1/15/11	Pending	have you applied?	Unknown	
<input type="checkbox"/> SUNY Binghamton	RD	Unknown		2/15/11	Pending	have you applied?	Unknown	
<input type="checkbox"/> Boston Coll	RD	Unknown		1/1/11	Pending	have you applied?	Unknown	
<input type="checkbox"/> Goucher Coll	RD	Unknown		2/1/11	Pending	have you applied?	Unknown	
<input type="checkbox"/> Haverford Coll	ED	Unknown		11/15/10	Pending	have you applied?	Unknown	
<input type="checkbox"/> Lawrence Univ	RD	Unknown		1/15/11	Pending	have you applied?	Unknown	
<input type="checkbox"/> Syracuse Univ	RD	Unknown		1/1/11	Pending	have you applied?	Unknown	
<input type="checkbox"/> West Virginia Univ	RD	-		4/1/11	Pending	have you applied?	Unknown	
<input type="checkbox"/> U of Wisconsin Madison	RD	-		2/1/11	Pending	have you applied?	Unknown	

If the icon that appears in the submission column looks like either of the following:



the TCIS Guidance Office will be able to submit transcripts and letters of recommendation electronically provided the student is applying online using the Common Application (if the school is a Common Application member), or the college is a non-Common Application member but is set up to receive documents electronically through Naviance.

If the submission icon looks like this postage stamp:



the college is not able to receive documents electronically through Naviance, and students must contact Miss Jo in the counseling office to make arrangements for paper applications and materials to be sent.

Please also note that if a college is a Common Application member, but you are not applying to them using the Common Application (e.g. you are filling out a “Priority Application” that was sent to you by the particular college), the Guidance Office will also not be able to submit documents electronically, and you must contact Miss Jo to make arrangements for paper files to be sent.